

Application



City of Minneapolis
Community Planning and Economic Development
Minneapolis Employment & Training

Minneapolis Green Industry Pathways RFQ

Community Planning and Economic Development
505 Fourth Avenue South – #320
Minneapolis, MN 55415

TEL 612.673.5095

October 13, 2021

Dear Minneapolis Employment & Training [Eligible Providers](http://www2.minneapolismn.gov/www/groups/public/@cped/documents/webcontent/convert_253839.pdf): (update link: http://www2.minneapolismn.gov/www/groups/public/@cped/documents/webcontent/convert_253839.pdf)

The mission of the City of Minneapolis Employment and Training is to grow a competitive workforce through programming aimed at increasing adults' access to resources that further career services, whether skills training to gain sustainable and stable employment or career counseling for rapid reentry to the workforce. Minneapolis Employment & Training uses a decentralized approach where services are delivered by community-based Provider Agencies at the neighborhood level. This neighborhood-based approach puts services by agencies skilled at providing culturally competent counseling that is flexible and adaptable to changing economic, cultural, and social dynamics of our community close to the job seekers and businesses that need workforce development support. The Provider Agencies are competitively selected to deliver services that correspond to programmatic goals and funding sources.

It is with these values and this service model that we are requesting applications for the Minneapolis Pathways to provide employment opportunities to Minneapolis job seekers. It is the intent of this document to outline the specific services needing to be provided to job seekers in Minneapolis and the requirement of the funding source.

Please review the application for details.

We look forward to your application.

Deb Bahr-Helgen, Director
Minneapolis Employment and Training

OPENING STATEMENT

As part of the American Rescue Plan Act (ARPA) the Minneapolis City Council allocated \$100,000 to MET for Green Industry Pathways. This RFQ will follow the same general format and guidelines as the Minneapolis Pathways RFQ. Organizations awarded ARPA funding must agree to the additional ARPA terms and condition prior to the project start and receipt of funding.

Note – applications submitted for this RFQ will also be considered for the Minneapolis Pathways RFQ.

Eligible projects include existing pathways that target green jobs, existing pathways with an additional green jobs training component, and new pathways that prepare individuals for green jobs. For the purposes of this application MET is using the definition of Green Jobs from the Bureau of Labor Statistics (BLS) (see <https://www.bls.gov/green/> for more information):

Green Jobs are either:

- Jobs in businesses that produce goods or provide services that benefit the environment or conserve natural resources.
- Jobs in which workers' duties involve making their establishment's production processes more environmentally friendly or use fewer natural resources.

To support the City's goal of eliminating racial and economic disparities, the City of Minneapolis has established Minneapolis Pathways to assist employers with recruiting, training or preparing un- or underemployed Minneapolis residents with the skills needed to fill positions in their business. Projects will be reviewed based on the following criteria:

- Engages business in the identification, development, and support of career pathways
- Achieves measurable outcomes by organizing education, career counseling, supportive services around the needs of target populations
- Clear and coordinated pathways that provide participants with visual roadmaps or templates depicting on-ramps, transitions, and off-ramps
- Contextualized and modular curriculum that provides multiple entry points to family-sustaining careers in regional industry sectors
- Accelerated training that integrates basic skills and work-readiness training with occupational skills
- Industry endorsed training that leads to credits, credentials, or placement

ELIGIBLE APPLICANTS

The funding is open to organizations that applied and were competitively selected as [Eligible Providers](#) of Workforce Development Services for 2021-2025. While eligibility for this funding opportunity will be based on the lead applicant's status as an Eligible Provider, established partnership(s) with employer(s) and other stakeholders that bring additional expertise or resources to the project are encouraged.

Before the proposed work can begin or funding will be awarded, all Eligible Providers selected for this funding opportunity must have in place an executed Master Contract for Workforce Development Services with the city. If your

organization has an executed master contract on file, then you will be able to complete a project-specific Funding Availability Notice (FAN) agreement and move forward with the proposed project.

Additionally, all funded organizations must maintain the city's required insurance policies, as outlined in the Master Contract. These insurance levels may be subject to change by the city. The current required liability coverages include:

All awarded Providers and their subcontractors (if any) shall secure and maintain the following insurance:

- a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.*
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$300,000 each occurrence fire damage and \$5,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured. The amount of coverage will be automatically increased if the project amount is expected to exceed \$2,000,000 or involves potentially high risk activity.*
- c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident.*
- d) **Professional Liability** Insurance or Errors & Omissions Insurance providing coverage for 1) the claims that arise from the errors or omissions of the Consultant or its subcontractors and 2) the negligence or failure to render a professional service by the Consultant or its subcontractors. The insurance policy should provide coverage in the amount of \$2,000,000 each claim and \$2,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after the expiration of the contract.*
- e) **Network Security and Privacy Liability** for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Media Liability. Insurance will provide coverage against claims that arise from the disclosure of private information from files including but not limited to: 1) Intentional, fraudulent or criminal acts of the Consultant, its agents or employees. 2) Breach of the City's private data, whether electronic or otherwise. The insurance policy should provide minimum coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If written on a Claims-Made basis, the policy must provide an extended reporting period and have a retroactive date that on or before the date of this Contract or the date Consultant commences work, whichever is earlier.*

FUNDING AND OUTCOMES

Grant awards are expected to range from \$50,000 - \$100,000. The primary outcome for this grant is placement into full-time employment as defined as a minimum of 32 hours per week, with a wage of at least \$15 per hour. Proposals requesting \$100,000 and above must include a timeline in the workplan and may request a grant period of 24 months

Programs will be evaluated based on the number of enrollees that complete training and are placed into full-time employment. Performance on previous MET grants will be considered in funding decisions.

CO-ENROLLMENT

Eligible Minneapolis residents may be co-enrolled with other non-MET funding streams as long as the participant is provided with distinct and specific services that are not duplicated. Agencies receiving both Minneapolis Pathways and COVID CDBG funding may co-enroll with prior approval from MET.

DOCUMENTATION AND PARTICIPANT ELIGIBILITY

Documentation requirements will follow the Minneapolis Pathways Documentation Guide. Alternative documentation methods will be considered based on the service delivery model.

SCHEDULE

The following is a listing of key proposal and project milestones, along with their estimated timeline.

| Milestone | Estimated Date |
|-----------------------------|----------------|
| RFQ Release | 10/15/2021 |
| Pre-application Q&A | 10/22/2021 |
| Proposals Due | 11/12/2021 |
| Recommendation Notification | 12/17/2021 |
| Contract Begins | 1/17/2022 |

APPLICATION PROCESS

Applications may be emailed to michael.slezak@minneapolismn.gov. Please submit application **as a Word document (.doc) and a signed PDF.**

Application must be received no later than **4:00 P.M. (Minneapolis Time) on the application due date above.**

NOTE: Applications received after the deadline may not be considered.

REQUESTS FOR CLARIFICATION

MET welcomes any questions about the proposal or application process. There will be a pre-application Q&A webinar on the date above. Questions may be submitted to:

Michael Slezak
michael.slezak@minneapolismn.gov
612-673-5187

GENERAL CONDITIONS

The City of Minneapolis Employment and Training will be the administrator of any and all contracts let under this application

This application does not commit City of Minneapolis to award a contract, to pay any costs incurred in the preparation of an application for this request, or to procure or contract for services. The City of Minneapolis reserves the right to accept or reject any or all applications received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, this application or the Minneapolis Pathways Fund, if it determines it is in the best interest of the City of Minneapolis to do so. The City of Minneapolis Employment and Training may require the selected providers to participate in negotiation and to submit any fiscal, technical or other revisions of their application that may result from negotiations with Minneapolis Employment and Training.

Responding to this application does not guarantee that your organization will be selected to provide services.

Selected Providers new to Minneapolis Employment & Training-funded grants must execute a master contract agreement that will include specific ARPA terms and conditions before services can begin and before Minneapolis Employment & Training will disburse any funds. Providers with a current, executed master contract will be required to agree to ARPA terms and conditions before services can begin and before Minneapolis Employment and Training will disburse the ARPA funds. All Providers must have current insurance coverage at the levels required by the City of Minneapolis. Please see the Eligibility section above and your executed master contract to confirm these requirements.

City of Minneapolis Employment and Training
Minneapolis Green Industry Pathways Application

Please complete this cover page and attach it to your application.

RFQ REQUIREMENTS: Must be able to reply "yes" to all red boxes.

Applicant Agency:

☐ **Yes, this agency is on the Eligible Provider list for 2021-2025 - REQUIRED.**

Please use the legal name and full address. This is the fiscal agent with whom the grant agreement will be executed.

Contact Name and Address:

(If different from the APPLICANT AGENCY)

Agency Name:

Director Name:

Telephone:

Email:

Address:

**Federal Tax ID:
(required)**

DUNS Number: (required)

Contact Name:

Title:

Telephone:

Email:

Address:

**Minnesota Tax ID:
(required)**

Total funding requested

Number of participants placed in jobs

Cost per participant placed in job

I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.

Authorized Signature

Title

Date

Minneapolis Green Industry Pathways Application

Section 1 – Project Narrative

1. Provide a 100-150 word narrative summary of your proposal that includes the training and outcomes. This will be your 'elevator pitch' to will help readers quickly understand what you plan to accomplish.
2. Describe how your organization addresses equity, fair and just inclusion into society so all Minneapolis residents can participate, prosper and reach their full potential.
3. Will this grant have a specific, cultural, demographic, or geographic focus? If so, what knowledge, resources, and community connections does your organization have to provide services to the population you will serve?
4. Describe the support services your organization will provide to participants throughout the program. What is your agency's process to determine what support is needed (assessments, questionnaires, interviews), and what resources will you provide or help them access?
5. List the participating employers, examples of job descriptions, or the occupational demand (LMI) for the position(s) you are preparing job seekers for.

| Position | Employer/Occupational Demand | Skills Required | Target Wage |
|----------|------------------------------|-----------------|-------------|
| | | | |
| | | | |
| | | | |

6. How does your *technical* training prepare individuals for the positions above? Include a summary of the curriculum or content, hours, and training provider.
7. How does your *soft skills/work readiness* training prepare individuals for the positions above? Include a summary of the curriculum or content, hours, and training provider.
8. Describe your outreach and communication strategy to job seekers and/or the population identified in question 2. How does your agency evaluate marketing efforts and adapt strategies when needed? If you have any staff involved in marketing for this project please list them on the Staff Chart in Section 2.

Section 2 – Budget & Staff Chart

Provide a list and description of planned expenses for this project. Note that this budget will be the basis for allowable costs and expected documentation for the grant. Expenses not included in the budget will not be reimbursed.

| Project Budget | | |
|--------------------------------|---|---------------|
| Budget Item | Description | Total Cost |
| Direct Services | (Staff) | \$0.00 |
| Support Services | (List services provided directly to participants) | \$0.00 |
| Training | (List individual training programs and cost) | \$0.00 |
| Administrative and Operational | (Insurance, travel, professional fees, occupancy, communications, etc.) | \$0.00 |
| Total Costs | | \$0.00 |
| Leveraged Funding- Workforce | (List all additional funding that is directly supporting the project) | \$0.00 |

| Staff Chart | | |
|---|------|-------|
| Staff | Role | % FTE |
| | | |
| | | |
| | | |
| | | |
| Ratio of direct service FTE to cohort size* | | |

*Staff that directly engage participants on a regular basis, typically employment coaches/navigators. Typically will not include supervisors or other support positions.

Section 3 - Workplan

List key activities/outcomes for the project and who is responsible for them. This may include recruitment, enrollment, eligibility/aptitude assessments, training, support services, placement, retention, and employer engagement. Provide specific numbers for quantifiable objectives such as enrollment, placement, and retention.

Project Goal – Recruitment / Outreach

| Objective | Activities | Expected Outcomes | Person(s) Responsible | Timeframe |
|-----------|------------|-------------------|-----------------------|-----------|
| | | | | |

Project Goal 2 – Training

| Objective | Activities | Expected Outcomes | Person(s) Responsible | Timeframe |
|-----------|------------|-------------------|-----------------------|-----------|
| | | | | |

Project Goal 3 – Placement

| Objective | Activities | Expected Outcomes | Person(s) Responsible | Timeframe |
|-----------|------------|-------------------|-----------------------|-----------|
| | | | | |

Section 4 – Partnership Chart

List partners and employer(s) and their commitments to this project. Letters of commitment are encouraged but not required.

| Name | Key Contact | Specific commitment(s) | Employer (Y/N) | Letter of Commitment Enclosed (Y/N) |
|------|-------------|------------------------|----------------|-------------------------------------|
| | | | | |
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Section 5 – Green Industry Pathways

As part of the American Rescue Plan Act the Minneapolis City Council allocated \$100,000 to MET for Green Industry Pathways. Eligible projects include existing pathways that target green jobs, existing pathways with an additional green jobs training component, and new pathways that prepare individuals for green jobs. For the purposes of this application MET is using the definition of Green Jobs from the Bureau of Labor Statistics (BLS) (see <https://www.bls.gov/green/> for more information):

Green Jobs are either:

- Jobs in businesses that produce goods or provide services that benefit the environment or conserve natural resources.
- Jobs in which workers' duties involve making their establishment's production processes more environmentally friendly or use fewer natural resources.

To be considered for this funding please answer the following additional question-

- 1) What occupation does your pathway target and how does it meet the definition above?